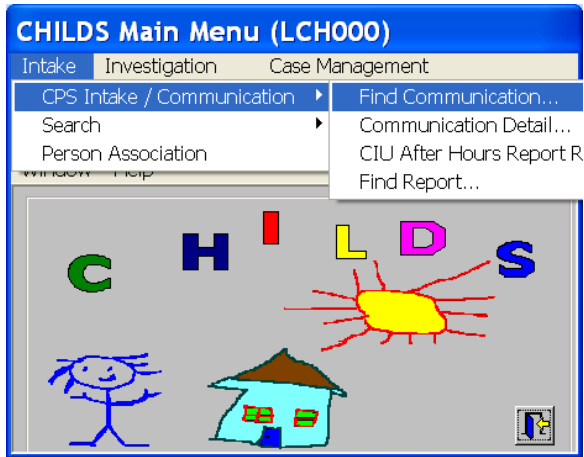# Arizona Department of Child Safety

How to Find Communications in CHILDS

Objective: To find communications in CHILDS using a participant, source, communication number, and/or received date/time range.

Communications are found in the **Communication Directory (LCH001)**.

From the **CHILDS Main Menu (LCH000)** select → **Intake → CPS Intake/Communication → Find Communication.**

All communication searches will begin with **Find Communication (LCH001F)** which is broken into three searchable sections:

1) Search by participant or source
2) Search by communication type and/or tracking characteristic
3) Search by communication number or date/time range

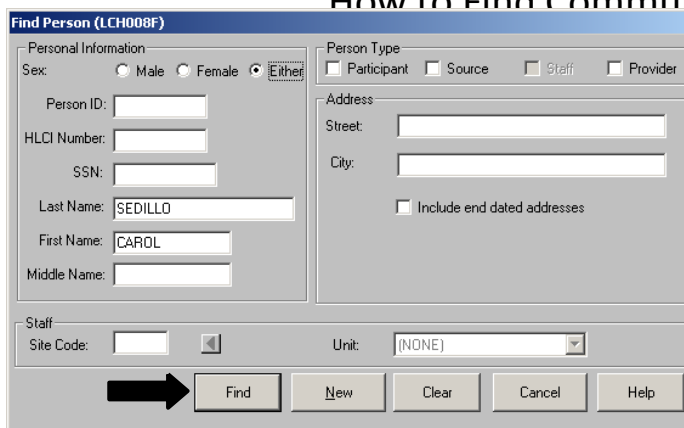**Find in g co mmun i ca tion s by p a rticip an t o r so u rce**

To find a communication by participant, select → **the Participant triangle** in **Find Communication**.

To find a communication by source, select → **the Source triangle** in **Find Communication**.

The remaining steps in this section are the same whether searching by participant or source.

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How to Find Communications in CHILDS

In **Find Person (LCH008F)**, enter the name, PID, or other search criteria for the person you are looking for. Select → **Find.**

In this example, we are looking for Carol Sedillo.

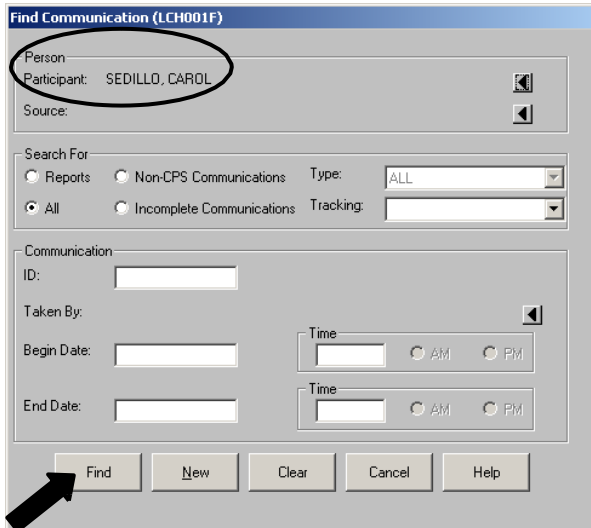All of the participants matching your search criteria will display in **Person Directory (LCH008)**. Highlight the participant you are searching for. Select → **Select** (hand icon) to pull the participant's name into **Find Communication**.

In this example, there is only one Carol Sedillo.

Now that your participant's name is displayed in **Find Communication**, select → **Find.**

A list of every communication containing the person you searched for as a participant will display in **Communication Directory (LCH001)**. Highlight the communication(s) you want to view. Select → **Open** (yellow folder icon) to view details of the communication(s).

In this example, Carol Sedillo is a participant in three communications (report, second source, resources provided).
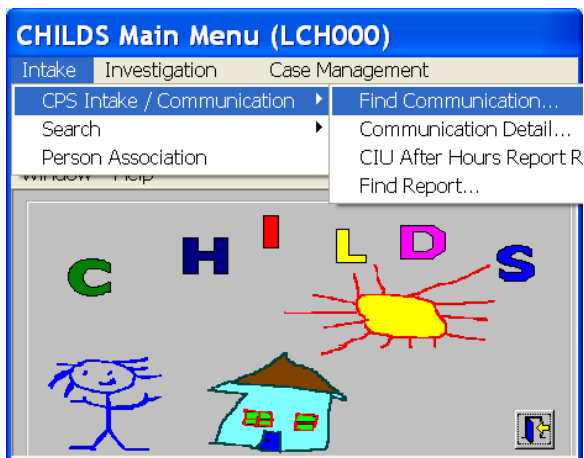
Arizona Department of Child Safety

How to Find Communications in CHILDS
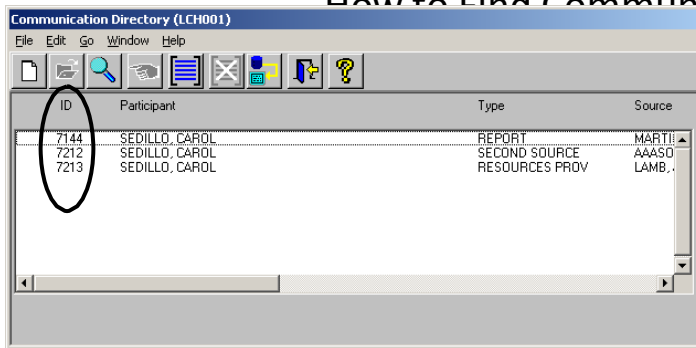
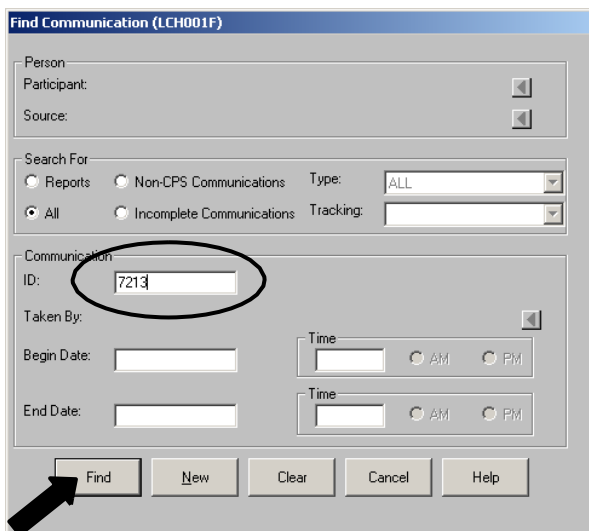**Find ing co mmun i ca tion s by co mmuni cation nu mb er**

The communication ID is displayed on the left side of **Communication Directory**. This number is more commonly referred to as the communication number and can be used to find a specific communication.
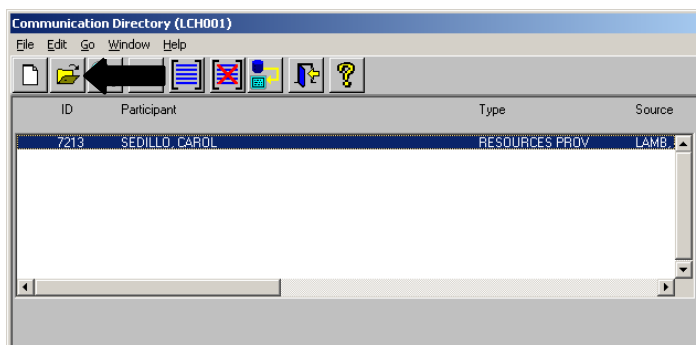

From the **CHILDS Main Menu (LCH000)** select → **Intake** → **CPS Intake/Communication** → **Find Communication.**

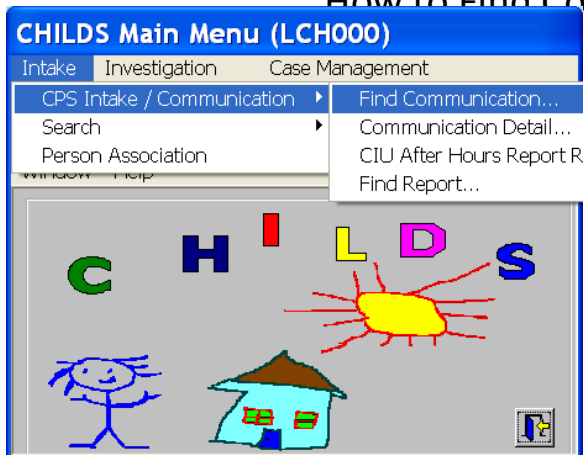In **Find Communication**, enter the communication number in the ID field. Select → **Find.**

In this example, we are searching for communication number 7213.

One communication will display in **Communication Directory**. To view details of the communication, highlight it and select → **Open** (yellow folder icon).

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How to Find Communications in CHILDS

Find in g co mmun i ca tion s by received da te/time

From the **CHILDS Main Menu (LCH000)** select → **Intake** → **CPS Intake/Communication** → **Find Communication.**

In **Find Communication**, enter the date range you want to search for in the Begin Date and End Date fields. Specific times can also be entered, but they are not required. Select → **Find.**

To narrow results, a participant or source search component can also be added when searching by date (see instructions on pages 1-2).

In this example, we are searching for all calls received between 12:00 pm and 3:00 pm on 06/15/14.

Every communication received during the designated timeframe will display in **Communication Directory**. Highlight the communication(s) you want to view. Select → **Open** (yellow folder icon) to view details of the communication(s).

How to Find Communications in CHILDS

Finding communications of a certain type or with a
specific tracking characteristic

When searching for a communication by participant or date range, results may be overwhelming. To narrow the search, select a specific communication type and/or tracking characteristic using the radio buttons and drop downs in the middle section of **Find Communication**.

Using all of the above instructions, communications can be searched for using a combination of participant or source, communication type, tracking characteristic, and date range. Use whichever combination best meets your needs.

In this example, we are searching for all reports with a domestic violence tracking characteristic and Bob Smith as a participant received between 06/15/14 and 12/15/14.